

From: [Richard Wooster](#)
To: [Donn Walters](#); [Garyg Miller](#)
Cc: [Valmichael Leos](#); [Philip Turner](#)
Subject: Fw: Proposal for CEI for CAC's consideration and comments
Date: 08/24/2011 09:31 AM
Importance: High

Donn - I read through Snehal's suggestions and I don't have too much heartburn with them. One exception: Not sure I really see the need to do a "dry-run" as discussed at item 4.F. Otherwise, I personally don't see a problem with the CAC's interest in helping us plan our meeting. I defer to your judgment on this, but it seems from Snehal's note that the CAC acknowledges EPA's primary role in managing the site and communications related to the site.

One other thing - if a third-party facilitator is used for the meeting, how does that person get paid? If the cost goes to EPA or the PRPs, I'm not sure if that presents a problem or not.

Richard

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----- Forwarded by Richard Wooster/R6/USEPA/US on 08/24/2011 09:26 AM -----

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CAC members:

Thank you for considering our proposal at the CAC meeting today for the CEI meeting. Per EPA's request, please send your comments to me by Wednesday, Aug. 24 or sooner on any of the items below and I will revise and forward to EPA for their consideration. Time is of the essence with the proposed date for CEI meeting coming up soon and the time needed for EPA internal discussion so if I hear from everyone sooner (respond to me even if you have no specific questions but are ok with it), I will send it on (feel free to cc EPA). I have also added new members to our list including Joy Campbell (replacing Beverly Negri) with EPA and Jim Neece and Linda Broach with TCEQ. If I am missing anyone let me know.

Proposal for CEI meeting:

1. Potential Date: September 22, 2010, Location: Harris County Precinct 2 Highlands Community Center
- 2 Recommendation to create a planning committee that would report back to CAC but would work closely in preparing and reviewing the presentation materials, preparing responses to questions from last meetings/anticipating questions, ideas for outreach in getting the word out, agenda, helping on the day of the meeting etc. Those who would like to tentatively volunteer contingent upon EPA concurrence, please let me know. Final approval of materials and any other items would remain at the discretion of EPA.
3. Big picture concept: As part of CIP and the outreach efforts to the community coupled with our experience and interest in reaching out to the public in our region, our request is that we along with the members of CAC have a contributing role in planning and helping with the meeting. We understand it is an EPA meeting and EPA is the lead agency and we appreciate you considering our proposal.
4. The following are specific concepts:
 - A. We would like to propose the use of a facilitator (e.g. Diane Sheridan). Commissioner Morman with Precinct 2's office has hired Diane for their town hall meetings and one knows the local audience and does a good job. The facilitator would do the introductions, lay out the rules, and manage Q&A and pace and tone of the meeting. It is the neutral person not associated with any of us. After the initial phase, she would handle it over to Donn Walters who could be panel moderator.
 - B. We propose the following rules: Q&A at the end when folks can come up to the mike. Each person would be handed a notecard at the beginning and asked to jot down questions/comments as they occur during the presentation and then come up during the Q&A. Or if they are shy, hand them to someone who will give them to the facilitator or they can turn them into us for consideration.

- C. We heard some concerns about folks not getting timely notice of the last CEI meeting. We suggest discussing how to get the word out. The CAC members can help with distributing the information as well and having a notice at Highlands.
- D. A 6-6:30 pm timeslot at the beginning that is a meet and greet. We would set up different exhibits/areas that the public could look through with staff at each exhibit. The exhibits would be in categories such as – Background/History, Short-term Containment, Fish Advisories, Community Awareness (have actual signs, pictures of fencing etc.).
- E. Including the RPs. in the public meeting and presentation (e.g. David Keith). The RPs can help with preparing materials and helping with setting up the exhibits. The work has already begun in terms of what was shared at the last CAC meeting (example of presentations, liner etc.)
- F. Do a dry-run/ plus share slides with planning committee for input.
- G. Discuss issues raised at previous meetings and be prepared with responses that are clear, acronym free, and understandable to the public. Companies have shared a transcript of the previous meeting that would be useful for that purpose.
- H. **Proposed Agenda** for actual Two Hour Meeting but start-time of 6 pm for the exhibits and end-time of 8:30 (and can increase if more questions).

- a. Meet and Greet/Exhibits/Informally respond to Questions (6-6:30 pm)
- b. Introductions/Rules by Facilitator (10 minutes)
- c. Moderator – sets up technical panel. Panel provides General Overview/Background/Summary of SJRWP Superfund Site and where we have been and where we are now and plans for future (assume that the person who has walked in knows nothing and these are brief slides that set the stage. David Keith provides an example from the last CAC meeting and we could work off that (10 minutes)
- d. Short-Term Containment (30 mins)
- e. Long-Term Investigation and Remedial Solution (e.g. RI/FS discussion and where we are now and where we will end up and this could cover the sampling results, southern impoundments etc.) (20 mins)
- f. Discussion on Fish Advisories and Dioxins in the Waterways (we got some questions about what can we eat etc and we would suggest having Tina with TDSHS and Bob/Scott at GBF present the materials. GBF has excellent materials that are easy to understand in terms of what to eat where and what fish advisories apply. (10 minutes)
- g. Q&A (40 minutes)

(c, d, and e would be a panel with Donn as moderator and experts on the panel to include Val, Gary, David, Linda/Luda on the panel and any the planning committee suggests)

Thank you for considering this proposal and I look forward to your comments.

Best wishes,
Snehal